



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

November 29, 2011

Mr. Keith A. Schnetzer
Tetra Tech Architects & Engineers
240 Continental Drive, Suite 200
Newark, DE 19713

RE: DEPARTMENT OF CORRECTION
Prison Roof Replacements
Architectural Services

Dear Mr. Schnetzer:

Enclosed is the fully executed agreement between the Office of Management and Budget and Tetra Tech Architects & Engineers pertaining to the above-captioned contract. This agreement will form the basis for all services you perform relative to this program.

We look forward to working with you on this program. Meanwhile, should you have any questions or require additional information, please contact our office at (302) 739-5644.

Sincerely,

Mark A. DeVore, P.E.
Chief of Engineering and Operations

MAD/nac WFMADOC\ROOFS\ARCHSVCS\CAW.DOC

Enclosure

cc: Kenneth J. Starke, Construction Project Administrator (w/attach)



FACILITIES MANAGEMENT
540 S. DUPONT HIGHWAY, SUITE 1 • THIRD FLOOR • DOVER, DE 19901
PHONE: (302) 739-5644 • FAX: (302) 739-6148 • WWW.OMB.DELAWARE.GOV



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

January 6, 2012

Mr. Blaine J. Chipola
Professional Roof Services, Inc.
9 Fairview Avenue
Middletown, DE 19709

RE: DEPARTMENT OF HEALTH & SOCIAL SERVICES
DHSS Facilities - Roof Replacements
Architectural Services

Dear Mr. Chipola:

Enclosed is the fully executed agreement between the Office of Management and Budget and Professional Roof Services, Inc. pertaining to the above-captioned contract. This agreement will form the basis for all services you perform relative to this program through Fiscal Year 2015.

We look forward to working with you on this program. Meanwhile, should you have any questions or require additional information, please contact our office at (302) 739-5644.

Sincerely,

Mark A. DeVore, P.E.
Chief of Engineering and Operations

MAD/nac \DPM\DHSS\ROOFS\ARCHSVCS-PRSCAW.DOC

Enclosure

cc: Kenneth J. Starke, Construction Project Administrator (w/attach)
Sally B. Carnright, Construction Project Manager (w/attach)
Daniel Episcopo, Construction Project Manager (w/attach)
Richard Glazeski, Construction Project Manager (w/attach)



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February 15, 2012

Mr. Blaine J. Chipola
Professional Roof Services, Inc.
9 Fairview Avenue
Middletown, DE 19709

RE: OMB/DFM CONTRACT NO. MJ1002000004
OFFICE OF MANAGEMENT AND BUDGET
Sussex County Courthouse – Roof Replacement
Contract Award: Amount \$115,000.00

Dear Mr. Chipola:

On behalf of the Office of Management and Budget (OMB) of the State of Delaware, we are pleased to award your firm the Contract for the above-captioned project. We have approved the Contract and are returning herewith one copy for your office records.

The OMB Financial Operations Office has established a State of Delaware Purchase Order in the amount of one hundred fifteen thousand dollars and no cents (\$115,000.00). These two (2) documents shall constitute our Contract for the above-captioned project.

Should you have any questions or require additional information, please contact me at (302) 739-5644.

Sincerely,

Sally B. Carrington
Construction Project Manager

SBC/mas
Enclosures
cc: Distribution List

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